

**Questions and Answers
on Temporary Layoffs
for Represented Employees
July 1, 2015**

This document has been prepared to answer questions represented employees may have in the event your agency must implement temporary layoffs and you are placed on that status until a budget is enacted for the 2015–17 biennium.

1. Why are we being temporarily laid off beginning July 1, 2015?

Agencies do not have the authority to pay you unless the state has enacted the 2015–17 operating, or capital budget which funds staff positions, beginning July 1, 2015. You will not receive pay for any workday for which you are temporarily laid off.

2. What is the basis for the temporary layoff?

The basis for the temporary layoff is unexpected or unusual reasons and/or a lack of funds. The temporary layoff is taken in accordance with your collective bargaining agreement (CBA).

3. Are there any exceptions to the temporary layoff?

Yes, the state is determining exceptions, using the following criteria:

- Services funded from non-appropriated funds.
- Services that are mandated by the Washington state constitution, despite lack of an appropriation.
- Services that are mandated by federal law, despite lack of an appropriation.
- Services that are funded from the 2015–17 transportation budget passed by the legislature during the regular legislative session.

4. When will the temporary layoff end?

The duration is unknown, but it will not exceed the temporary layoff limits in your CBA. Once the state has an enacted 2015–17 budget that funds your position, you will return to work on your next scheduled work shift.

5. How will I know when the temporary layoff is over?

The state has set up a website, an Olympia local number and a toll free number to let all employees know when temporarily laid off state employees should return to work.

- Website: www.ofm.wa.gov/contingency
- Olympia local number: (360) 725-0217
- Toll free number: (877) 264-2952

6. What if I am scheduled to be on paid leave during the temporary layoff?

If you are scheduled to be on approved paid leave during the temporary layoff, your leave approval is rescinded. Taking paid leave during the temporary layoff is not permitted. You will not receive pay for any workday for which you are temporarily laid off.

7. What if I am scheduled to work a shift that begins June 30 and ends July 1?

You must cease working promptly at midnight June 30, 2015, as your agency does not have the authority to pay you for work performed July 1, 2015.

8. Will my seniority date or my periodic increment date be affected?

No, the temporary layoff will not affect your seniority date or your periodic increment date.

9. Will my leave accruals be affected?

No, the temporary layoff will not affect your vacation or sick leave accruals.

10. Can I bump another employee or go on a layoff list if I am temporarily laid off?

No, you cannot bump any other position and you cannot be placed on any layoff lists.

11. Can I be paid for any of my leave balances?

No, you cannot be paid for any leave balances because the temporary layoff is due to a lack of funds.

12. How will the temporary layoff affect my health care coverage?

Your PEBB benefits (medical, dental, life and long-term disability) will continue during July as long as you are in pay status for at least eight hours before the end of the month.

13. Will I be eligible to collect unemployment?

If the temporary layoff extends beyond one week, you may be eligible for unemployment compensation.

14. How will the temporary layoff affect me if I am an overtime-exempt employee?

If you return to work from the temporary layoff after the start of your workweek, you are eligible for overtime if you work more than 40 hours in that workweek. You must not work more than your scheduled work hours during that workweek without prior approval from your supervisor and you must complete a time and attendance form for the workweek.

15. What kinds of activities are considered “work” that I need to avoid when I am temporarily laid off?

You should not read or send emails, listen to or send voice mails, or read or send text messages.